



## MCGEO Acting Promo (Temporary Assignment)

Effective July 4, 2021, the MCGEO CBA Article 23 provides for “Employees formally assigned to a higher classified job shall be paid an hourly differential of five dollars (\$5.00) for all hours worked in the higher classification.”

The MCGEO Temporary Promotion Process will continue for employees being promoted to a higher classified position for 10 or more calendar days, up to 12 consecutive months. These actions are processed through the HR Oracle system, which will change the employee’s pay rate.

The MCGEO Temporary Assignment Process is for employees being temporarily assigned to a higher classified position for less than 10 workdays at full-time status OR any duration for part-time status OR any duration on an intermittent basis. Employee must meet minimum qualifications for the higher classified position.

Class Specifications, found in the [Classification Plan](#), have minimum qualifications listed. The employee must submit a resume to verify credentials and work experience listed in the MQs. Supervisor must submit a Seamless Doc Form ([Seamless Doc Form](#)) to initiate the process.

Example Scenarios for Temporary Assignment:

- A shift supervisor is out for one day, requiring a temporary assignment to fill-in.
- A higher-level operationally critical employee goes on vacation for one week, requiring a short-term temporary assignment to another employee to cover all duties of the position.





## MCGEO Acting Promo (Temporary Assignment)

**INTERMITTENT** assignments and assignments of less than 10 days – require additional Mctime Pay Codes added to timecard (mapped to Oracle pay elements) so employee is paid a higher wage for tasks performed at higher grade level.

| Existing Pay Codes   | ADD: Acting Promo (AP) Pay Codes (\$5)     |
|--|--|
| Regular (Hours Worked)   | + Acting Promo (Pay)                       |
| Overtime at 1.5* <u>or</u><br>CL3 - Comp Lv Earned 1 hr EQ 1.5*                    | + Acting Promo OT at 1.5                   |
| Overtime at 1.0* <u>or</u><br>CL2 - Comp Lv Earned 1 hr EQ 1.0*                    | + Acting Promo OT at 1.0                   |
| Overtime at .5* <u>or</u><br>Comp Lv Earned 1 hr EQ .5*                            | + Acting Promo OT at .5                    |
| Call Back Pay  | + Acting Promo Callback                    |
| HP1 - Holiday Premium Pay*   | + Acting Promo Holiday Prem at 1.5         |
| HP2 - Holiday Premium Pay*   | + Acting Promo Holiday Prem at 2.0         |
| OTL – DOCR – Lunch Overtime  | +Acting Promo OT Lunch - DOCR              |
| Personal Leave Types (Annual, Sick, Comp Leave, Personal Days) & Admin Leave types | + Acting Promo (Pay)                       |
| Emergency Pay  | + Acting Promo Emergency Pay               |
| (Either) Stand By Pay  | <u>OR</u> Acting Promo Stand By (not both) |

\* Since some pay codes are calculated (not entered into the body of the timecard) – Use the **Manage My Department** workspace to review daily totals.





## MCGEO Acting Promo (Temporary Assignment)

**Example 1** – Employee with 12 Hours Worked (8 Regular and 4 Excess Hours).

|                                     | Pay Code                    | Trans... | Sun 7/30 | Mon 7/31      |
|-------------------------------------|-----------------------------|----------|----------|---------------|
| <input checked="" type="checkbox"/> | Hours Worked                |          |          | 12.0          |
| <input checked="" type="checkbox"/> | Hours Worked                |          |          |               |
| <input checked="" type="checkbox"/> | Acting Promo                |          |          | 8.0           |
| <input checked="" type="checkbox"/> | Acting Promo OT at 1.5 rate |          |          | 4.0           |
| <input checked="" type="checkbox"/> | <Enter Pay Code>            |          |          |               |
| <input checked="" type="checkbox"/> | Schedule                    |          |          | 8:00AM-4:0... |
| <input checked="" type="checkbox"/> | Daily Total                 |          |          | 24.0          |

  

| Totals Accruals Audits Historical Corrections |                             |        |          |
|---|-----------------------------|--------|----------|
| Daily   |                             | All    |          |
| Ac...   | Pay Code                    | Amount | Wages    |
| .../-   | Acting Promo                | 8.0    | \$40.00  |
| .../-   | Acting Promo OT at 1.5 rate | 4.0    | \$20.00  |
| .../-   | OT at 1.5 - Overtime        | 4.0    | \$227.52 |
| .../-   | Regular                     | 8.0    | \$303.36 |
| .../-   | Total Hrs Towards Schedule  | 8.0    | \$303.36 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **OT at 1.5 – Overtime** matches **Acting Promo OT at 1.5 rate**.

Note – if the default form of excess hours is Overtime pay or if the employee elects to change the form of excess hour payment to overtime at 1.5 the (via Manager Pay Code Move Request) the **Acting Promo OT at 1.5 rate** (flat \$5) is applied. The Acting Promo is a fixed amount and should not be used with a Pay Code Move.

Note – If the employee earns overtime at the 1.0 rate, match with the corresponding **Acting Promo OT at 1.0 rate**.





## MCGEO Acting Promo (Temporary Assignment)

**Example 2** – Scheduled Holiday & Employee works 8 hours in the Temporary Assignment Role.

|                                     | Pay Code                         | Trans... | Sun 9/03 | Mon 9/04   |
|-------------------------------------|----------------------------------|----------|----------|------------|
| <input checked="" type="checkbox"/> | Hours Worked                     |          |          | 8.0        |
| <input checked="" type="checkbox"/> | Acting Promo                     |          |          | 8.0        |
| <input checked="" type="checkbox"/> | Acting Promo Holiday Prem at 1.5 |          |          | 8.0        |
| <input checked="" type="checkbox"/> | Labor Day                        |          |          | 0.0        |
| <input checked="" type="checkbox"/> | <Enter Pay Code>                 |          |          |            |
| <input checked="" type="checkbox"/> | Schedule                         |          |          | 8:00AM-... |
| <input checked="" type="checkbox"/> | Daily Total                      |          |          | 24.0       |

  

| Totals Accruals Audits Historical Corrections |                                  |        |          |
|---|----------------------------------|--------|----------|
| Daily   |                                  | All    |          |
| Ac...   | Pay Code                         | Amount | Wages    |
| ..-/  | Acting Promo                     | 8.0    | \$40.00  |
| ..-/  | Acting Promo Holiday Prem at 1.5 | 8.0    | \$40.00  |
| ..-/  | HP1 - Holiday Premium Pay at 1.5 | 8.0    | \$455.04 |
| ..-/  | Regular                          | 8.0    | \$303.36 |
| ..-/  | Total Hrs Towards Schedule       | 8.0    | \$303.36 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **HP1 – Holiday Premium Pay at 1.5 rate** matches to **Acting Promo Holiday Prem at 1.5**





## MCGEO Acting Promo (Temporary Assignment)

**Example 3** – Scheduled Holiday and Employee works 8 hours in the Temporary Assignment Role.

|                                     | Pay Code         | Trans... | Sun 9/03 | Mon 9/04   |
|-------------------------------------|------------------|----------|----------|------------|
| <input checked="" type="checkbox"/> | Hours Worked     |          |          |            |
| <input checked="" type="checkbox"/> | Acting Promo     |          |          | 8.0        |
| <input checked="" type="checkbox"/> | Labor Day        |          |          | 8.0        |
| <input checked="" type="checkbox"/> | <Enter Pay Code> |          |          |            |
| <input checked="" type="checkbox"/> | Schedule         |          |          | 8:00AM-... |
| <input checked="" type="checkbox"/> | Daily Total      |          |          | 16.0       |

  

| Totals Accruals Audits Historical Corrections |                            |        |          |
|---|----------------------------|--------|----------|
| Daily   |                            | All    |          |
| Ac...   | Pay Code                   | Amount | Wages    |
| .../-   | Acting Promo               | 8.0    | \$40.00  |
| .../-   | HOL - Holiday Leave        | 8.0    | \$303.36 |
| .../-   | Total Hrs Towards Schedule | 8.0    | \$303.36 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding the acting promo pay code:

- **HOL – Holiday Leave** for 8 hours matched to **Acting Promo**





# MCGEO Acting Promo (Temporary Assignment)

**Example 4** – Unscheduled Holiday & Employee works 8 hours, while designated in the Temporary Assignment Role.

|                                     | Pay Code                         | Trans... | Sun 9/03 | Mon 9/04 |
|-------------------------------------|----------------------------------|----------|----------|----------|
| <input checked="" type="checkbox"/> | Hours Worked                     |          |          | 8.0      |
| <input checked="" type="checkbox"/> | Acting Promo                     |          |          | 8.0      |
| <input checked="" type="checkbox"/> | Acting Promo Holiday Prem at 2.0 |          |          | 8.0      |
| <input checked="" type="checkbox"/> | CLH - Comp Lv Earned for Holiday |          |          | 8.0      |
| <input checked="" type="checkbox"/> | Labor Day                        |          |          | 0.0      |
| <input checked="" type="checkbox"/> | <Enter Pay Code>                 |          |          |          |
| <input checked="" type="checkbox"/> | Schedule                         |          |          |          |

  

| Totals Accruals Audits Historical Corrections |                                  |        |          |
|---|----------------------------------|--------|----------|
| Daily   |                                  | All    |          |
| Ac...   | Pay Code                         | Amount | Wages    |
| .../-   | Acting Promo                     | 8.0    | \$40.00  |
| .../-   | Acting Promo Holiday Prem at 2.0 | 8.0    | \$40.00  |
| .../-   | CLH - Comp Lv Earned for Holiday | 8.0    | \$0.00   |
| .../-   | HP2 - Holiday Premium Pay at 2.0 | 8.0    | \$606.72 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay Code adding 2 AP pay codes (and the normal **manual entry** of an additional Holiday Credit for an unscheduled holiday worked).

- Regular (Hours Worked) for 8 hours matched to **Acting Promo**
- **HP2 – Holiday Premium Pay at 2.0** rate matches to **Acting Promo Holiday Prem at 2.0**





## MCGEO Acting Promo (Temporary Assignment)

**Example 5** – Stand By / Call Back Monday as Employee Role & Tuesday while designated in the Temporary Assignment (Acting Promo).

| Pay Code                   | Transfer | Sun 7/30 | Mon 7/31     | Tue 8/01     |
|----------------------------|----------|----------|--------------|--------------|
| X Hours Worked             |          |          | 8.0          | 8.0          |
| X Hours Worked             |          |          |              |              |
| X Acting Promo             |          |          |              | 8.0          |
| X Acting Promo Callback    |          |          |              | 3.0          |
| X Acting Promo Standby Pay |          |          |              | 12.5         |
| X Call Back Pay            |          |          | 3.0          | 3.0          |
| X Stand By Pay             |          |          | 12.5         |              |
| X <Enter Pay Codes>        |          |          |              |              |
| X Schedule                 |          |          | 8:00AM-4:... | 8:00AM-4:... |
| X Daily Total              |          |          | 23.5         | 34.5         |

  

| Lo... | Job Ac... | Pay Code                   | Amount | Wages    |
|-------|-----------|----------------------------|--------|----------|
|       | ..J/-     | Acting Promo               | 8.0    | \$40.00  |
|       | ..J/-     | Acting Promo Callback      | 3.0    | \$15.00  |
|       | ..J/-     | Acting Promo Standby Pay   | 12.5   | \$62.50  |
|       | ..J/-     | Call Back Pay              | 6.0    | \$341.28 |
|       | ..J/-     | Regular                    | 16.0   | \$606.72 |
|       | ..J/-     | Stand By Pay               | 12.5   | \$0.00   |
|       | ..J/-     | Total Hrs Towards Schedule | 16.0   | \$606.72 |

Use Period to Date Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding three acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **Call Back Pay** for 3 hours matched to **Acting Promo Callback**
- On Tuesday, **ONLY Acting Promo Standby Pay** is used for 12.5 hours.
  - 24 hours in a day. Employee has .5 unpaid meal break and works 8 hours ( $24 - .5 - 8 = 15.5$  hours). When the employee is paid for 3 hours of Call Back, Stand by Pay is reduced ( $15.5 - 3 = 12.5$ ).





## MCGEO Acting Promo (Temporary Assignment)

**Example 6** – Emergency Pay - Emergency declared and employee works on site while designated in the Temporary Assignment (Acting Promo)

| Pay Code   | Transfer | Sun 7/30 | Mon 7/31     |
|--|----------|----------|--------------|
| <input checked="" type="checkbox"/> Hours Worked               |          |          | 8.0          |
| <input checked="" type="checkbox"/> Hours Worked               |          |          |              |
| <input checked="" type="checkbox"/> Acting Promo               |          |          | 8.0          |
| <input checked="" type="checkbox"/> Acting Promo Emergency Pay |          |          | 8.0          |
| <input checked="" type="checkbox"/> Emergency Pay              |          |          | 8.0          |
| <input checked="" type="checkbox"/> <Enter Pay Code>           |          |          |              |
| <input checked="" type="checkbox"/> Schedule                   |          |          | 8:00AM-4:... |
| <input checked="" type="checkbox"/> Daily Total                |          |          | 32.0         |

  

| Pay Code | Transfer | Sun 8/06 | Mon 8/07 |
|----------|----------|----------|----------|
|          |          |          |          |

  

Totals   Accruals   Audits   Historical Corrections

Daily   Pay Code

| Pay Code                   | Amount | Wages    |
|----------------------------|--------|----------|
| Acting Promo               | 8.0    | \$40.00  |
| Acting Promo Emergency Pay | 8.0    | \$40.00  |
| Emergency Pay              | 8.0    | \$303.36 |
| Regular                    | 8.0    | \$303.36 |
| Total Hrs Towards Schedule | 8.0    | \$303.36 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay Code adding 2 AP pay codes and the manually add Emergency pay for eligible hours.

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **Emergency Pay** hours matched to eligible **Regular** (Hours worked) during the time of the declared Emergency.
- **Emergency Pay** for 8 hours matched to **Acting Promo Emergency Pay**





## MCGEO Acting Promo (Temporary Assignment)

### Example 7– DOCR Paid Meal Break

(For employees assigned the DOCR Paid Meal Pay Rules only (mandatory 0.5 overtime due to minimum staffing requirements), while employee is on Temporary Assignment. This is an approved exemption to the full hour increment usage.

| Pay Code   | Transfer | Sun 7/30 | Mon 7/31     |
|--|----------|----------|--------------|
| <input checked="" type="checkbox"/> Hours Worked                 |          |          | 8.5          |
| <input checked="" type="checkbox"/> Hours Worked                 |          |          |              |
| <input checked="" type="checkbox"/> Acting Promo                 |          |          | 8.0          |
| <input checked="" type="checkbox"/> Acting Promo OT Lunch - DOCR |          |          | 0.5          |
| <input checked="" type="checkbox"/> <Enter Pay Code>             |          |          |              |
| <input checked="" type="checkbox"/> Schedule                     |          |          | 8:00AM-4:... |
| <input checked="" type="checkbox"/> Daily Total                  |          |          | 17.0         |

  

| Pay Code   | Transfer | Sun 8/06 | Mon 8/07 |
|--|----------|----------|----------|
| <input checked="" type="checkbox"/> Hours Worked |          |          | 8.0      |

  

Totals   Accruals   Audits   Historical Corrections

Daily   Pay Code

| Pay Code                     | Amount | Wages    |
|------------------------------|--------|----------|
| Acting Promo                 | 8.0    | \$40.00  |
| Acting Promo OT Lunch - DOCR | 0.5    | \$2.50   |
| OTL - DOCR - Overtime Lunch  | 0.5    | \$28.44  |
| Regular                      | 8.0    | \$303.36 |
| Total Hrs Towards Schedule   | 8.0    | \$303.36 |

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **OTL – DOCR – Overtime Lunch** for .5 hours matched to **Acting Promo OT Lunch – DOCR**





## MCGEO Acting Promo (Temporary Assignment)

### Acting Promo Genie and Acting Promo HyperFind

| Employee Name           | Emp ID | Manager               | AP Pay | AP OT... | AP OT... | AP OT... | AP St... | AP Ca... | AP H... | AP H... | AP OT Lunch... | AP Emergenc... | Pay Rule                 |
|-------------------------|--------|-----------------------|--------|----------|----------|----------|----------|----------|---------|---------|----------------|----------------|--------------------------|
| WILSON, CHRISTIAN A     | 25048  | Ramsey, Kara          | 5.0    |          |          |          |          |          |         |         |                |                | MCGEO Rg FT EX G-1 RB    |
| SAMUSENKO, LILIA V      | 17650  | Borawski, Christopher | 2.0    |          |          |          |          |          |         |         |                |                | MCGEO Rg FT ML-B N-EX RB |
| SHELTON, KEVIN TREMAYNE | 23243  | De La Cruz, James     | 52.9   |          |          |          |          |          |         |         |                |                | MCGEO Rg FT N-EX R10     |
| REALPE, KATHERINE S     | 7835   | Rosales, Nelson       | 40.0   |          |          |          |          |          |         |         |                |                | SHF DEPUTY OT 1.5 MLA RB |

- Confirm the employee is authorized to use the **Acting Promo** pay codes.
- Review OHR Eligibility/Process.
- Review that employee is a MCGEO employee (usually in the name of the Pay rule).
- Review each timecard individually:
  - Use the Manage My Departments workspace to view Daily Totals.
- Review for inappropriate codes in the pay period:
  - Holiday Prem in a pay period with no Holiday.
  - Emergency Pay in a pay period with no declared Emergency.
  - Department Specific AP codes used in the wrong department.

Note – Acting Promo codes are a fixed \$5 amount and must be received as Pay (never Comp Leave). Acting Promo should not be used with Pay Code Moves.

Note – Acting Prom must be used in full hour increments.

